



SMALL GRANTS PROGRAM BUDGET APPENDIX



Budget Guidelines

1. Grants sizes should be between \$2,000-\$5,000.
2. Budgets must be submitted in U.S. dollars and should include the exchange rate used.
3. We will consider travel expenses for in-country travel that is integral to the project; however, travel should not be the majority of the project's funding.
4. Please provide budget narratives as requested under each expense category.
5. Cost sharing is not a requirement, but will be viewed favorably. Please note that any cost sharing must be explicitly stated in the detailed budget, and must be accounted for during the project.
6. Budget items that are **NOT** acceptable for this application include:
 - Miscellaneous expenses. Every item has to be listed.
 - Representational costs. (Food and drinks for banquets or luncheons).
 - Salaries.
7. Please provide the nearest estimate of costs if exact costs are not available.



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Budget Summary

| Budget Categories | Amount (U.S. Dollars) |
|---|-----------------------|
| | Exchange Rate: |
| 1. Supplies | |
| 2. Other Direct Costs | |
| 3. Travel | |
| 4. Total Costs (lines 1 – 3) | |
| 5. Cost Sharing (monetary and in-kind) | |
| 6. Total Amount Requested (subtract line 5 from line 4) | |



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Line Item 1 - Supplies

| Supply Description | Quantity | Unit Price | Justification | Total |
|--------------------------------|----------|------------|---------------|-------|
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| Total Supplies Expenses | | | | |

Budget Narrative:

Provide an explanation of supplies to be purchased. (Examples: chairs, t-shirts, notebooks.) Explain how the supplies are necessary to the success of the project. Use additional pages if necessary.



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Line Item 2 – Other Direct Costs

| Type of Cost / Item Description | Purpose | Unit Price | Calculation (Price x Quantity) | Total Amount |
|------------------------------------|---------|------------|-----------------------------------|--------------|
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| Total Direct Costs Expenses | | | | |

Budget Narrative:

Provide a thorough explanation of any additional costs. These are the costs related to Direct Costs that are needed to run the project. Explain how these costs are necessary to the success of the project. Use additional pages if necessary.



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Line Item 3 – Travel

| Type of Travel (bus, train, lodging) | Purpose of Travel | Total Amount |
|---|-------------------|-----------------|
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| | | |
| Total Travel Expenses | | |

Budget Narrative:

Provide an explanation on the above type and purpose of the travel. Please also identify the people who will be traveling. Use additional pages if necessary. Please note that we will only consider travel expenses for in-country travel that is integral to the project.



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Line Item 4 – Cost Sharing (monetary or in-kind)

| Name of Donor | Description of Donation (if in-kind please describe) | Value (\$) |
|---------------------------|--|------------|
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| | | |
| | | |
| | | |
| Total Cost Sharing | | |

Budget Narrative:

Provide an explanation of the monetary and in-kind contributions that that you or another donor has agreed to donate to this project. Examples of in-kind donations include meeting space or refreshments. Use additional pages if necessary. Any items included in cost share should also be listed under the appropriate section in budget categories 1-3.